

JOB DESCRIPTION

Post Title:	TEACHER OF FRENCH
	In addition to the job description below this post is subject to the National School Teachers Pay and Conditions
Purpose:	<ul style="list-style-type: none"> To implement and deliver an appropriately broad, balanced, relevant and differentiated curriculum for students To monitor and support the overall progress and development of students as a teacher & tutor To facilitate and encourage a learning experience which provides students with the opportunity to achieve their individual potential To use the Carter Community assessment cycle to collect and report accurate student data and to share with all parties (including parents & carers) To implement appropriate interventions to enable all students to achieve their very best To contribute to raising standards of student attainment To share and support the academy's responsibility to provide and monitor opportunities for personal and academic growth
Reporting to:	Head of Humanities
Responsible for:	The provision of a full learning experience and support for students
Liaising with:	Principal/ Vice Principal/ Middle Leaders/support staff, United Learning representatives external agencies and parents/carers
Salary/Grade:	United Learning pay scale , Dependant on experience
Disclosure level	Enhanced
MAIN (CORE) DUTIES	
Operational/ Strategic Planning	<ul style="list-style-type: none"> To assist as required in the development of appropriate syllabuses, resources, schemes of work, marking policies and teaching strategies To contribute to the Curriculum Area and department's improvement plan and its implementation To plan lessons (and sequence of lessons) that allow all students to make outstanding progress using a wide range of pedagogical strategies To contribute to the whole academy's planning activities
Curriculum Provision:	To assist the Head of Humanities to ensure that the curriculum area provides a range of teaching which complements the academy's strategic objectives
Curriculum Development:	To assist in the process of curriculum development and change so as to ensure the continued relevance to the needs of students, examining and awarding bodies

Staffing	<ul style="list-style-type: none"> To take part in the academy's CPD programme by participating in arrangements for further training and professional development
CPD:	<ul style="list-style-type: none"> To continue personal development in the relevant areas including subject knowledge and teaching methods To engage actively in the Performance Management Review process To ensure the effective/efficient deployment of classroom support To work as a member of a designated team and to contribute positively to effective working relations within the academy
Quality Assurance:	<ul style="list-style-type: none"> To help to implement academy quality control systems procedures and policies and to adhere to these To contribute to the process of monitoring and evaluation of the curriculum area/department in line with agreed academy procedures, including evaluation against quality standards and performance criteria. To review from time to time methods of teaching and programmes of work To take part, as may be required, in the review, development and management of activities relating to the curriculum, organisation and pastoral functions of the academy To attend team meetings etc. in accordance with the academy calendar
Management Information:	<ul style="list-style-type: none"> To maintain appropriate records and to provide relevant accurate and up-to-date information for our MIS, registers, etc. To complete the relevant documentation to assist in the tracking of students To track student progress and use information to inform teaching and learning
Communications:	<ul style="list-style-type: none"> To communicate effectively with the parents/carers of students as appropriate Where appropriate, to communicate and co-operate with persons or bodies outside the academy To follow agreed policies for communications in the academy
Marketing and Liaison:	<ul style="list-style-type: none"> To take part in marketing and liaison activities such as Open Evenings, Parents Evenings etc. To contribute to the development of effective subject links with external agencies and develop opportunities for students to engage in enterprise activities etc.
Management of Resources:	<ul style="list-style-type: none"> To contribute to the process of the ordering and allocation of equipment and materials To assist the Head of Humanities to identify resource needs and to contribute to the efficient/effective use of physical resources To co-operate with other staff to ensure a sharing and effective usage of resources to the benefit of the academy, department and the students
Learning Support System:	<ul style="list-style-type: none"> To be a Tutor to an assigned group of students To promote the general progress and well-being of individual students and of the Tutor Group as a whole within the parameters of the associated Tutor Job Description To liaise with the Learning Manager and SEN to ensure the implementation of the academy's Learning Support System and mentoring To register students, accompany them to assemblies, encourage their full attendance at all lessons and their participation in other aspects of academy life

	<ul style="list-style-type: none"> • To evaluate and monitor the progress of students and keep up-to-date student records as may be required • To contribute to the preparation of Action Plans, IEPs and other reports • To alert the appropriate staff to problems experienced by students and to make recommendations as to how these may be resolved • To communicate as appropriate, with the parents/carers of students and with persons or bodies outside the academy concerned with the welfare of individual students, after consultation with the appropriate staff • To contribute to PSHE, citizenship and enterprise according to academy policy • To apply the Behaviour for Learning policy and systems so that effective learning can take place
Teaching:	<ul style="list-style-type: none"> • To teach students according to their educational needs, including the setting and marking of work to be carried out by the student in the academy and elsewhere • To assess, record and report on the attendance, progress, development and attainment of students and to keep such records as are required • To provide, or contribute to, oral and written assessments, reports and references relating to individual students and groups of students • To ensure that ICT, Literacy, Numeracy and the academy subject specialism are reflected in the teaching/learning experience of students • To undertake a designated programme of teaching • To ensure a high quality learning experience for students which meets internal and external quality standards • To prepare and update subject materials • To use a variety of delivery methods which will stimulate learning appropriate to student needs and demands of the syllabus • To maintain discipline in accordance with the academy's Behaviour Policy, and to encourage good practice with regard to punctuality, behaviour, standards of work and homework • To undertake assessment of students as requested by external examination bodies, departmental and academy policies • To mark, grade and give written/verbal and diagnostic feedback as required • To set appropriate targets for students in line with academy policy and procedure as required • To implement the academy's policies re: Homework
Other Specific Duties:	
<ul style="list-style-type: none"> • To play a full part in the life of the academy community, to support its distinctive mission and ethos and to encourage staff and students to follow this example • To promote actively the Academy's Policies & Procedures • To continue personal development as agreed • To comply with the academy's Health and Safety policy and undertake risk assessments as appropriate • To undertake any other duty as specified not mentioned in the above • To comply with the Academy's procedures concerning safeguarding and to ensure that training is accessed 	
<p>Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified. Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description</p>	

Employees are expected to be courteous to colleagues and provide a welcoming environment to visitors and telephone callers

Employees are expected to maintain a standard of dress conducive to their position as professionals and in setting an example to students

This job description is current at the date shown, but following consultation with you, may be changed by the Principal to reflect or anticipate changes in the job which are commensurate with the salary and job title

I confirm that I have read and understood the details contained within this job description.

I understand that by signing this document, I agree to the terms and conditions contained within it.

Signed
Print Name

Dated

Person Specification

	ESSENTIAL	DESIRABLE
QUALIFICATIONS	<p>Qualified Teacher Status, with subject specialism(s) related to the area of responsibility.</p> <p>Ability to teach across KS3&4</p>	<p>Further professional qualifications related to management and/or education</p> <p>Appropriate in-service training/CPD</p>
PREVIOUS EXPERIENCE	<p>A track record of success in learning and teaching of French</p> <p>Involvement in</p> <ul style="list-style-type: none"> shaping and implementing the vision of a French department; developing and implementing departmental policy and practice Scheme of Work/Lesson Plan development. 	<p>Involvement in curriculum initiatives and extra-curricular developments</p>
PROFESSIONAL COMPETENCE	<p>Knowledge of curriculum developments and opportunities in French</p> <p>Ability to articulate characteristics of effective teaching and learning with evidence of good practice</p> <p>Good classroom management technique</p> <p>Knowledge and understanding of effective assessment and its contribution to learning and progression</p> <p>Understanding and experience of raising attainment strategies and improvement planning at a departmental level</p> <p>The ability to use data to evaluate student performance and take effective action on the basis of this data</p> <p>Excellent communication and organisational skills</p>	<p>Excellent ICT skills, and an awareness of its potential within the academy</p> <p>Knowledge and understanding of current Teaching & Learning issues relevant to the needs of the academy</p> <p>Able to express a vision for subject development</p> <p>Able to use new technologies in the teaching of French</p>
LEADERSHIP AND PERSONAL QUALITIES	<p>A person who:</p> <ul style="list-style-type: none"> Is committed to an ethos of high standards, personal fulfilment and academic success Has a capacity to inspire through a love of teaching Has an ability to relate well to the whole community Has energy, stamina and determination Has a genuine commitment to equal opportunities and inclusion 	<p>Involved in educational developments beyond what is required.</p> <p>Eager to acquire further skills and career enhancement</p>
MANAGEMENT SKILLS	<p>An ability to establish positive and sensitive interpersonal relationships within the community</p> <p>An ability to be a team player</p> <p>An ability to plan time effectively and meet required deadlines</p>	<p>An awareness of whole Academy issues</p> <p>An understanding of accountability</p> <p>Eager to acquire further skills and career enhancement</p>